



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

STAFF SERVICES MANAGER III

\$7,088 – 8,048

HUMAN RESOURCES MANAGEMENT DIVISION

SACRAMENTO

(PENDING BUDGETS APPROVAL)

RESPONSIBILITIES:

Under the general direction of the Chief of the Human Resources Management Division (HRMD), CEA A, the Staff Services Manager III (SSM III) serves as Assistant Chief; and has responsibility for assisting the HRMD Chief with human resources management functions and policy creation. The incumbent will supervise a Staff Services Manager II and Labor Relations Manager I. The SSM III provides a high level of assistance and expertise in a highly complex, sensitive, and dynamic Department, administering human resources functions through multiple intermediate supervisory staff. As such, the incumbent assists the Chief in reaching organizational goals, developing and recommending department-wide human resources policy and procedures often coupled with legislative liaison responsibilities; evaluating human resources processes and developing solutions. The incumbent will provide the Chief with consistent updates on all human resources issues, upholds the Classification Plan and Merit System, and adheres to the conditions of the delegation agreements. The incumbent will also assist in disseminating important human resources information to employees and managers through a variety of methods. The incumbent may act as the Chief of HRMD, in the Division Chief's absence.

DESIRABLE QUALIFICATIONS:

- Knowledge of management, personnel, fiscal, and other administrative support functions
- Ability to work successfully with persons at high levels of government, such as the state control agencies, including but not limited to, the State Personnel Board, State Controller's Office, Department of Human Resources, and the Department of Finance
- Knowledge of current and changing human resources practices and trends
- Excellent leadership, organizational, and time management skills
- Demonstrated leadership and extensive experience in program management and team building.
- Broad and administrative management experience, which includes substantial participation in the formulation, operation, and/or evaluation of program, fiscal, and/or human resources policies

WHO MAY APPLY:

Applications will be accepted from current State employees at the Staff Services Manager III level, those within transfer range, or individuals who have list eligibility. All applications will be reviewed; however,

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DO NOT SUBMIT APPLICATIONS TO CalHR

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.



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only the most qualified candidates will be interviewed. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the State application.***

All applicants, regardless of the type of eligibility, must provide proof of meeting the minimum qualifications of the classification. To view the minimum qualifications, please visit [CalHR Job Descriptions](#) and type in either the class code or title of the classification for which you are applying.

Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.

APPLICATION PROCEDURE:

Interested applications must submit ALL of the following to the contact listed on this posting.

- A completed Standard State Application (STD 678)
- Statement of Qualifications

STATEMENT OF QUALIFICATIONS:

In addition to the state application, each prospective applicant is required to submit a Statement of Qualifications (SOQ). The SOQ is a narrative discussion of your education, training, experience, and skills as it relates to the desirable qualifications relevant to this position. The SOQ serves as documentation to demonstrate the candidate's ability to present clear and concise information. This document must be no more than two pages in length. Resumes do not take the place of the SOQ. Applicants who fail to submit the SOQ will be eliminated from the selection process.

Send your application and SOQ to Reginald Justo, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814. **PLEASE INDICATE "Staff Services Manager III, #413-191-4802-XXX" ON THE STATE APPLICATION.**

APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. **DO NOT EMAIL APPLICATION.** Applications must be postmarked by the final filing date to be considered. For additional information, please call (916) 492-3351 or email Reginald.Justo@insurance.ca.gov

FINAL FILING DATE: Monday, July 27, 2015 (Close of Business – 5:00 p.m.)

NOTE: Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum

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qualifications, the application will be forwarded to CalHR for review and the applicant's name may be removed from the eligibility list.

If you are applying for more than one recruitment, a separate State Application (STD. 678) is required for each recruitment for which you would like to be considered.

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